

# Agenda Item Form

Agenda Date: 09/28/04

Districts Affected: All

Dept. Head/Contact Information: Deputy City Manager, Quality of Life Svcs., Deborah Hamlyn, (915) 541-4242

## Type of Agenda Item:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Resolution                                      | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                      | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement                | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                    | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                           | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Provisional Appointment</u> |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): None      ☐ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Provisional appointment is necessary until a permanent director is hired

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

## Statutory or Citizen Concerns:

None anticipated

## Departmental Concerns:

None anticipated

7:46 AM 02 DEC 10

09-14-04

|                               |                             |                |                      |                      |          |        |
|-------------------------------|-----------------------------|----------------|----------------------|----------------------|----------|--------|
| ITEMS FOR CITY COUNCIL AGENDA |                             |                |                      |                      |          |        |
|                               |                             |                | 14-Sep-04            |                      |          |        |
| TEMPORARIES:                  |                             |                |                      |                      |          |        |
| REASON                        | POSITION                    | DEPT.          | FUND SOURCE          | ACCT. #              | Salary   | REQ #  |
|                               |                             |                |                      |                      |          |        |
| PROVISIONALS:                 |                             |                |                      |                      |          |        |
| NO LIST                       | Director Arts & Culture (1) | Arts & Culture | Arts & Culture Dept. | 55010299-01101-55000 | 2,305.49 | 050040 |
|                               |                             |                |                      |                      |          |        |
|                               |                             |                |                      |                      |          |        |



## Quality of Life Services

### MEMORANDUM

TO: Terry Bond  
Human Resources Director

FROM: Deborah G. Hamlyn, Deputy City Manager  
for Quality of Life Services

CC: Jim Martinez, Interim City Manager

SUBJECT: Director of Arts & Culture

DATE: September 14, 2004

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This memo represents a requisition to fill the position of the Director of Art & Culture Department.

Thank you.

*Reg. # 050040*

*Put on CC agenda.  
request to fill position  
provisionally.  
23  
9/14/04*

*El Paso*